



# Departmental Quarterly Performance Report

**Department Name: Library**

**Reporting Period:  
Fiscal Year 2004-2005  
Second Quarter**

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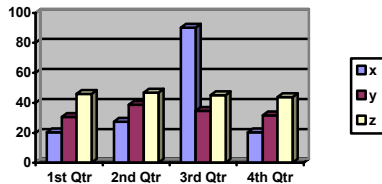
## MAJOR PERFORMANCE INITIATIVES

### Describe Key Initiatives and Status

Check all that apply

**Describe initiative and provide status update**

**Insert associated performance measures, if applicable, e.g.**



☐ Strategic Plan  
☐ Business Plan  
☐ Budgeted Priorities  
☐ Customer Service  
☐ Workforce Dev.  
☐ Audit Response  
☐ Other \_\_\_\_\_  
 (Describe)

RC-1: Establish easily accessible, diverse and enjoyable programs, services, places and facilities to meet our community's unique and growing needs.  
 RC 1-1: Well maintained and attractive library facilities.

The Miami Beach Regional Library has been operating at its new 42,000 sq. ft. facility since March 1<sup>st</sup>. An official Ribbon Cutting ceremony will take place on Friday, April 1<sup>st</sup>. The Regional Library is located in the beautiful South Beach area of Miami Beach. It is joined by the Bass Museum of Art and a rehearsal facility for the Miami City Ballet. The three facilities form the Miami Beach Cultural Park. The Library houses a newly-ordered collection of 75,000 items, a large auditorium, a coffee bar, a reading garden with fountains, and an inviting children's room. The Library has more than 100 computers with flat screen monitors for accessing the Internet as well as the Library's online databases.

☒ Strategic Plan  
☒ Business Plan  
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☐ Other \_\_\_\_\_  
 (Describe)

RC-1: Establish easily accessible, diverse and enjoyable programs, services, places and facilities to meet our community's unique and growing needs.  
 RC 1-1: Well maintained and attractive library facilities.

The Library System's South Shore Branch Library has relocated to a new facility and has tripled in size from 1,600 to 5,000 sq. ft. It features new shelving, furnishings, a large children's area and offers an expanded book collection, as well as, additional computer terminals with Internet access. The hours of operation for the facility have been increased in order to accommodate working families.

☒ Strategic Plan  
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<p>RC-1: Establish easily accessible, diverse and enjoyable programs, services, places and facilities to meet our community's unique and growing needs. RC 1-1: Well maintained and attractive library facilities.</p> <p>On January 10, 2005, the Miami-Dade Public Library System held a groundbreaking ceremony on the 2.4 acre parcel that will be home to the future Golden Glades Branch Library. This Library is the first of 10 libraries to be built as part of the Library System's comprehensive Capital Plan and will house in its 7,500 sq. ft. facility a collection of 22,000 items and 20 public Internet stations. With a construction cost of \$2.1 million, the facility is expected to be completed in January 2006. The Library System anticipates a spring 2006 Grand Opening.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>RC-1: Establish easily accessible, diverse and enjoyable programs, services, places and facilities to meet our community's unique and growing needs. RC 1-1: Well maintained and attractive library facilities.</p> <ul style="list-style-type: none"> <li>▪ Obtained temporary certificate of occupancy and began preparation work on opening the new Sunny Isles Beach Branch. It is expected to be operational in May.</li> <li>▪ Successfully negotiated lease for new Sunset Branch Library to open in the fall. Lease now goes for BCC approval.</li> <li>▪ Completed plan for the build-out of the new California Club Branch Library – presently in permitting.</li> </ul>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>RC-1: Establish easily accessible, diverse and enjoyable programs, services, places and facilities to meet our community's unique and growing needs. RC 1-1: Well maintained and attractive library facilities.</p> <ul style="list-style-type: none"> <li>▪ Completed 50% interior rehab at West Flagler Branch.</li> <li>▪ Completed installation of HVAC at Key Biscayne Branch.</li> <li>▪ Completed parking lot expansion project, new roof and HVAC at Kendall Branch.</li> </ul>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

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## PERSONNEL SUMMARY

### A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
			489	542	506	36	501	41		

\* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

**Notes:** The above listed positions are regularly established budgeted positions: there are also (3) overage positions for a total of 545 positions. This total include the Law Library position(s)

**B. Key Vacancies** Sunny Isles, California Club, Concord/Sunset, Palmetto Bay, Virrick Park and West Dade Regional Branch Manager

**C. Turnover Issues**

**D. Skill/Hiring Issues**

**E. Part-time, Temporary and Seasonal Personnel**  
(Including the number of temporaries long-term with the Department)

**F. Other Issues** 3% COLA adjustment due starting July 4, 2005

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#### FINANCIAL SUMMARY

(All Dollars in Thousands)								
	PRIOR	Total	Quarter (2)		Year-to-date			
	YEAR	Annual	Budget	Actual	Budget	Actual	\$ Variance	% of
	Actual	Budget						Annual
Revenues								Budget
Ad Valorem (1)	53,920	61,260	15,315	10,714	30,630	54,094	23,464	88%
State Aid/ LSTA Grant (2)	2,553	2,000	500	1,459	1,000	1,522	522	76%
Miami Beach	2,000	-	-		-	-	-	0%
Carry Over (4)	1,360	2,724	681	-	1,362	1,400	38	51%
Carryover Capital (6)	16,627	16,627	4,157	-	8,314	17,964	9,651	108%
Other	1,248	1,825	456	474	913	744	(169)	41%
Revenues Total	77,708	84,436	21,109	12,647	42,218	75,724		
Expenditures:*								
Personnel	28,211	31,337	7,834	7,600	15,669	15,180	(489)	48%
Operating (5)	18,685	24,511	6,128	3,901	12,256	7,991	(4,265)	33%
Capital ** (6)	2,063	28,588	7,147	435	14,294	740	(13,554)	3%
Total	48,959	84,436	21,109	11,936	42,218	23,911		
Note: (Intra fund transfer construction) included Ad Valorem	37,421	27,017						
	-							

\* Expenditure may be reported in by activity as contained in your budget or may be reported by category (Personnel, Operating, Capital)

\*\* includes Construction /Renovation Expenditures for New Libraries as per Library Capital Plan.

Equity in Pooled cash (for Proprietary funds only)

Fund/ Sub fund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Library Operations 091	2,413	33,902	34,854		-
Library Non-Govt ontribution 092	34	34	34		34
Library Grants 093	44	107	1,463		-
Library Capital Fund 094	3,676	3,450	3,393		-
Library Capital Fund 095	11,543	11,224	10,230		18,482
Library Book Trust 099	5	5	7		-
Library Construction 311	10,076	10,077	9,798		5,415
Total	27,791	58,799	59,779	-	23,931

1 - The majority of ad Valorem proceeds are collected in the first quarter

2 - Revenue receipts are not evenly realized throughout the fiscal year (State Aid, Reimbursement e rate)

3 - Transfers from the Book Trust Fund occur during the fourth quarter of the fiscal year

4 & 6 - Carryover considered collected in the first quarter of FY

5 - Other operating expenditures occur unevenly throughout the fiscal year ( Charges for GSA Rent and G& A Reimb...).

6- Includes reserves for the new libraries ( per capital plan)

5/3/05

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***STATEMENT OF PROJECTION AND OUTLOOK***

**The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:**

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

**DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.



\_\_\_\_\_  
Signature  
Department Director

Date May 3, 2005